

**U .S. DEPARTMENT OF JUSTICE
CRIMINAL DIVISION
OFFICE OF ENFORCEMENT OPERATIONS
ASSOCIATE DIRECTOR FOR POLICY (GS-15)**

The Criminal Division of the U.S. Department of Justice is seeking an Associate Director for Policy for the Office of Enforcement Operations (OEO) in Washington, D.C. OEO has the responsibility for the handling of over forty functions that relate to the review/approval of some of the most sensitive law enforcement techniques and programs available to the Federal Government. These techniques/programs include a prosecutor's ability to seek court approval of a wiretap, enter a witness into the Federal Witness Security Program, and immunize a witness for appearance before a grand jury and/or at trial. Efforts to subpoena the press or attorneys, or search law offices, also require OEO review, as do requests to place a defendant or inmate under Special Administrative Measures (SAMs), or to transfer prisoners pursuant to the International Prisoner Transfer Program. If a particularly sensitive investigative or prosecutive technique/program is implicated, it is likely that OEO reviews it and/or has an expert in the area who can assist federal prosecutors and law enforcement officers/agents in its use.

The Associate Director for Policy works closely with the Principal Associate Director and Director on all issues and programs of OEO. The specific responsibilities of this position include, but are not limited to:

- Representing OEO and/or the Criminal Division at high-level meetings on matters concerning electronic surveillance and electronic surveillance-related matters assigned to OEO; and providing legal and policy advice to the U.S. Attorneys' Offices, federal investigative agencies, and state, local, and foreign prosecutors and investigative agencies regarding policy areas.
- Preparing comments and reviewing legislative and policy proposals affecting OEO's program areas; ensuring that proper policies are in place in these program areas; and proposing legislative and/or policy changes when necessary.
- Coordinating with Department components and various government agencies on the diverse matters within OEO's purview, including disclosure of federal grand jury information, the closing of courtrooms, law enforcement access to information held by the media, subpoenas to Department employees, access to financial records under the Right to Financial Privacy Act, access to information from the Internal Revenue Service, the sharing of intelligence information pursuant to the USA PATRIOT Act, and S Visa matters; and providing legal and policy advice to the U.S. Attorneys' Offices regarding these policy areas.
- Overseeing the review of proposed legislation and agency proposals that would expand the law enforcement authority of any federal agency or that would create a new federal law enforcement component; and responds to congressional and public inquiries concerning these areas.
- Overseeing the International Prisoner Transfer Program, and addressing the legal

issues that arise in this area; maintaining contact with representatives of foreign governments, including coordinating our participation in various working groups; working with DOJ components and the State Department to ensure that State has complete information about individuals who have transferred from the U.S. under the Program; and working with other agencies to ensure that all foreign-national prisoners transferred from the U.S. have a removal order.

- Reviewing requests from the U.S. Attorneys' Offices regarding witness immunities, *Petite* policy waivers (dual and successive prosecution requests), global plea agreements, the subpoenaing of attorneys, and seeking search warrants for attorneys' offices; and providing accurate legal and policy advice to the U.S. Attorneys' Offices regarding these policy areas.

For this position, applicants must possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least five (5) years of post-J.D. legal experience in the field of criminal law to be qualified at the GS-15 level. Applicants must possess knowledge of administrative and criminal law principles; the ability to analyze and evaluate written materials; the ability to supervise the operations of an office of approximately 100 employees; and the ability to develop and maintain harmonious and effective working relationships with high-level officials in a variety of government and non-government components/organizations. Preference for this position will be given to applicants with superior research and writing skills and interpersonal skills. It is imperative that applicants have experience reviewing the work product of junior- and senior-level attorneys. Experience or a background in criminal law is mandatory.

To apply, applicants must submit a resume or current OF-612 (Optional Application for Federal Employment) with a writing sample and a current performance appraisal (if applicable). A current SF-171 (Application for Federal Employment) will be accepted as well. Applications should be sent to:

U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Criminal Division/OEO/JCK Building/Room 1210
Washington, D.C. 20530-0001
Attn: Ginger Trapanotto

If mailing your application via FedEx, please use the following address:

Ginger Trapanotto
Criminal Division, Office of Enforcement Operations
1301 New York Avenue, NW, Room 1210
Washington, D.C. 20005

No telephone calls please. Applications must be postmarked by October 14, 2005. No telephone calls please. Current salary and years of experience will determine the appropriate salary level at

the GS-15 (\$103,947 to \$135,136) range.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is the policy of the Department to achieve a drug free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review. Unless otherwise indicated in a particular job advertisement, non-U.S. Citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. Citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Dual citizens of the U.S. and another country will be considered on a case-by-case basis.

This and selected other legal position announcements can be found on the Internet at:
<http://www.usdoj.gov/careers/oapm/jobs>.

Inquires regarding reasonable accommodation may be sent via e-mail to:
criminal.crmjobs@usdoj.gov.